

Professional and Managerial Branch
Zoo Group
Zoo Series

ZOO EDUCATION SPECIALIST

08/93

Summary

Under direction, develop conduct, administer, and supervise zoo education programs.

Typical Duties

Research, plan, develop and conduct comprehensive zoo education programs; maintain liaison and coordinate education activities with area schools and school districts; conduct tours and lectures; give presentations at the zoo, schools and civic groups using education animals and other exhibits; develop printed educational materials used for presentations; provide training for staff development; recruit, train and coordinate volunteers participating in education programs.

Recommend the acquisition of books, periodicals, audio-visual and other materials for zoo library; oversee the addition, removal, replacement or preservation of zoo library materials.

Support zoo graphics activity with research and text development for signs, exhibit graphics, brochures and other public information devices; provide translation of graphics, reports and other education devices or literature.

Maintain and cultivate outside resources available to support zoo education programs, including local colleges, universities, professional groups and associations, governmental agencies and others; assist in presentations that enhance public information and community relations; respond to general information inquiries and correspondence.

Supervise, train and evaluate subordinate personnel; enforce zoo safety standards and practices; maintains records and prepares reports.

Performs related duties as required.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Animal Science, Zoology, Education with a concentration in the biological sciences, or a related field and three years professional teaching experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and techniques of education and teaching; proper grammar and readable writing techniques. Good knowledge of the safety precautions associated with zoo operations; lesson plan research, development and presentation; graphics and signage text research and development; principles, practices and techniques of public information programs, community relations and news media relations.

Ability to develop and present comprehensive educational and training programs to all levels or audience comprehension; establish and maintain effective working relationships with fellow employees, business, educational, and civic groups, Zoological Society, and general public; conduct, research and prepare text for signage, graphics and informational media; supervise, train and evaluate subordinates; maintain records and prepare reports; express oneself clearly and concisely, both orally and in writing; enforce established rules and regulations; handle and restrain zoo education animals.

Physical Requirements: Mobility in a zoo environment; must handle and restrain zoo education animals; move heavy objects (up to 50 pounds); mobility within an office and field environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" drivers license or equivalent issued by another State.

Other Requirements: Subject to call during non-working hours; work various shifts and weekends.

Director of Personnel

Department Head